



City of Austin - JOB DESCRIPTION



Aquatic Supervisor

FLSA:	Standard/Exempt	EEO Category:	(20) Professionals
Class Code:	10617	Salary Grade:	EA1
Approved:	October 21, 1998	Last Revised:	July 02, 2001

Purpose:

Working with general direction, develop, direct, coordinate, implement, supervise, and monitor citywide swimming and water safety recreational, educational, and training programs/events.

Duties, Functions and Responsibilities:

Essential duties and functions, pursuant to the Americans with Disabilities Act, may include the following. Other related duties may be assigned.

1. Direct and coordinate employment and training of employees to provide safe and efficient operation of swimming pool facilities throughout the City of Austin.
2. Direct and ensure the processing of all required forms and procedures to employ juvenile workers.
3. Direct and oversee weekly payroll for all Aquatic employees.
4. Manage, control, and audit cash handling and receipts for facilities involved with the collection of fees.
5. Coordinate organization's aquatic programs and activities with other city and public organizations.
6. Represent the city and department at neighborhood board meetings, public groups, state, and national conferences, etc.
7. Investigate and respond to calls, requests, and complaints from citizens.
8. Perform duties of subordinates when necessary.
9. Upgrade and keep current various certifications, i.e., lifeguarding, waterfront lifeguard, safety training for swim coaches, etc.
10. Conduct CPR and First Aid training for other Park and Recreation Department divisions.
11. Develop, direct, implement, and approve promotion of facilities, programs, and events.
12. Communicate project and program information to management and others as needed.
13. Assist in all Aquatic staff orientations.
14. Review, implement, and responsible for budget.
15. Evaluate and counsel employees on job performance.
16. Conduct internal audit of lifeguards ability to perform during emergencies.
17. Learn mechanical and chemical balancing sides of pool operations.
18. Perform supervisory duties, i.e., hiring, promoting, disciplinary actions, performance evaluations, etc.

Responsibilities - Supervisor and/or Leadership Exercised:

Supervisors are responsible for providing direction and the evaluation of staff (3+) and/or programs.

Knowledge, Skills, and Abilities:

Must possess required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.

Minimum Qualifications:

Bachelor's degree in Recreation, Physical Education, Parks Administration, or related field, plus three (3) years of experience developing and implementing aquatics programs and activities, and managing multiple swim facilities, two (2) years of which were in a supervisory/leadership capacity.

One (1) year of additional experience may substitute for one (1) year of the required education up to a maximum of four (4) years.

Licenses and Certifications Required:

Swimming instructor
Lifeguarding
CPR
First aid
Water safety
Pool operations, either AFO or CPO

This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.